BAR CODE MEDICATION ADMINISTRATION (BCMA)

NURSING CHUI USER MANUAL

Version 2.0
May 2002

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1 INTRODUCTION

1.1   What is BCMA?

Bar Code Medication Administration (BCMA) software is designed to improve the accuracy of the medication administration process, and to increase the efficiency of the administration documentation process. By automating this process, Veterans Administration (VA) medical centers can expect enhanced patient safety and patient care.

As each patient wristband and medication is scanned with a bar code reader, BCMA validates that the medication is ordered, timely, and in the correct dosage — as well as electronically update the patient's Medication Administration History (MAH) Report.

The electronic information that BCMA provides clinicians improves their ability to administer medications safely and effectively to patients on wards during their Med Passes. Not only does BCMA improve the accuracy of the medication administration process, but also the daily communication that occurs between Nursing and Pharmacy staffs.

1.2   Features of BCMA

BCMA V. 2.0 provides the following features:

- Increases medication administration accuracy.
- Captures drug accountability data.
- Records Unit Dose, IV Push, IV Piggyback, and large-volume IVs administered to patients.
- Provides the CPRS Med Order Button, a "link" to the Computerized Patient Record System (CPRS) for electronically ordering, documenting, reviewing, and signing verbal- and phone-type STAT and NOW (One-Time) orders for Unit Dose and IV medications already administered to patients.
- Increases the information available to Nursing staff at the patient point of care.
- Reduces wasted medications.
- Improves communication between Nursing and Pharmacy staffs.
- Provides a real-time Virtual Due List (VDL) of orders for medication administration.
- Records refused medications.
- Records missing doses and sends the requests electronically to the Pharmacy.
- Provides a point-of-care data entry/retrieval system.
- Provides full compatibility with the existing V*IST*A system.
- Identifies PRN entries that require Effectiveness comments.
- Replaces the manual Medication Administration Record (MAR) with a Medication Administration History (MAH) to provide an automatic record of a patient's medication administration information.
- Provides a list of variances that identify Early or Late medication administrations and late PRN Effectiveness entries.

1.3   Intranet Documentation

You can locate this and other BCMA-related documentation on the Intranet at the following address. It provides background, technical information, and important user documentation.

http://www.vista.med.va.gov/bcma

☞   Remember to bookmark this site for future reference.

2 ABOUT THIS MANUAL

This manual contains a description of the Character-based User Interface (CHUI) options for the Nursing user. This manual is organized around the Medication Administration Menu Nursing Options. It explains how to access and use each option, and provides sample screen captures and reports. An Index and a Glossary are available at the end of this manual.

2.1   Special Notations—Documentation Conventions

Responses in **boldface** type indicate what you should type at their computer screen. Example: At the "Patient/Ward:" prompt, type **P** for Patient or **W** for Ward.

Text centered between arrows represents a keyboard key that needs to be pressed for the system to capture a user response or move the cursor to another prompt. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed. Example: Press **<Tab>** to move the cursor to the next prompt, Type **Y** for Yes or **N** for No, and then press **<Enter>**.

☞   Indicates especially important or helpful information.

2.2   Package Conventions

Up-arrows (caret or a circumflex)

^   In the CHUI application of BCMA, you can move back to previous screens by entering a ^ and then pressing <**Enter**>. Repeat this process until the desired screen is reached.

2.3   On-line Help

?, ??, ???   On-line help is available by entering one, two, or three question marks at a prompt. One question mark elicits a brief statement of what information is appropriate for the prompt; two question marks elicits more help, plus the hidden actions shown above; and three question marks will provide more detailed help, including a list of possible answers, if appropriate.

3 BCMA MENU—NURSING OPTION
3.1   Using the Medication Administration Menu Nursing Option

The BCMA Nursing Option Menu, as illustrated in Exhibit 1, allows Nursing personnel to access information that has been entered via the Graphical User Interface (GUI) Virtual Due List (VDL). Because BCMA operates in real time, scanned information is available as soon as the scan is successfully completed. You can access the Nursing Option Menu from any **V**_IST_**A**-enabled terminal within the medical center.

☞ Several of these options are available under both the Nursing and Pharmacy menu options. The options that are unique to Nursing include Edit Medication Log, Ward Administration Times, PRN Effectiveness List, Enter PRN Effectiveness, Manual Medication Entry, and Medication Variance Log.

EXHIBIT 1: BCMA NURSING OPTION MENU
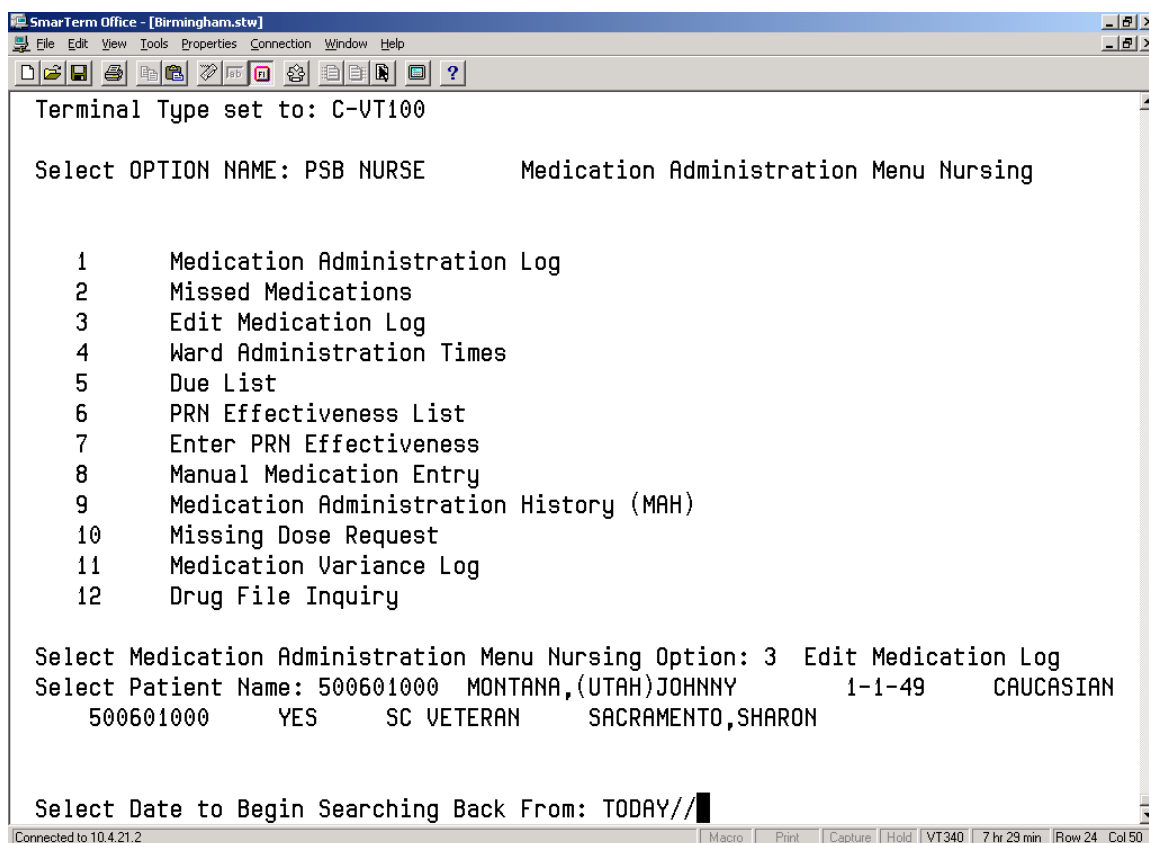
To Select a Nursing Option:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, enter the number of the desired option.
2. Press <**Enter**> to display the Sort Screen for the option chosen.

3.2   Using ScreenMan Format to Request a Report

Many of the Nursing options use a common screen to define selection criteria for reports, as illustrated by Exhibit 2, Report Request Using ScreenMan Format. Other options use specific screens. This section explains the screen prompts for all reports using the Report Information Sort Screen and gives instructions for entering information. Following this section are sample reports that you can run from each of the Medication Administration Menu Nursing options.

EXHIBIT 2: REPORT REQUEST USING SCREENMAN FORMAT

Many of the reports can be sorted and printed in the following ways:
- By patient. The information will display chronologically.
- By ward. The system can sort the information by patient or room/bed, and display it chronologically within each patient.

To Request a Report Using ScreenMan:
1. At the "Start Date:" prompt, type the **start date of the report**, and then press <**Enter**>.
   Note: The cursor moves to the next prompt each time that you press <**Enter**>.

☛ To display a list of standard date and time formats, enter **?** at any date or time prompt, and then press <**Enter**>.

2. At the first "At:" prompt, type the **start time of the report** (in HHMM format), and then press <**Enter**>.
3. At the "Stop Date:" prompt, type the **stop date**, and then press <**Enter**>.
4. At the second "At:" prompt, type the **stop time** (in HHMM format), and then press <**Enter**>.

5. At the "Run by Patient or Ward:" prompt, type **P** for Patient or **W** for Ward, and then press
    <**Enter**>.
    -   If the report is being sorted by ward, at the "Ward Location:" prompt, type the **ward
        designation**, and then press <**Enter**>. At the "Sort by Pt or Room-Bed:" prompt, type **P**
        for Patient or **R** for Room, and then press <**Enter**>.
    -   If sorting by patient, at the "Patient Name:" prompt, type the **patient's name**, and then
        press **<Enter>**.

☛   To display a list of standard name formats, enter **?** at any "Patient Name:" prompt, and then
    press <**Enter**>.

6. At the "Include Comments:" prompt, enter **Y** for Yes or **N** for No, and then press <**Enter**>.

☛   If a "Yes/No" prompt is blank, press <**Enter**> to respond No.

7. At the "Include Audits:" prompt, enter **Y** for Yes or **N** for No, and then press <**Enter**>.
8. At the "Print to Device:" prompt, type a **valid printer**, and then press <**Enter**>.
9. At the "Queue to Run At:" prompt, press <**Enter**> to accept the date displayed, or enter a
    date and time, and then press <**Enter**>. The report will print at the time and date entered.
10. At the "<RET> Re-Edit:" prompt, press **PF1** (or Num Lock), followed by **E,** to submit this
    report for printing. (Other available actions at this prompt are **PF1-Q** to Quit or **PF1-R** to
    Refresh the screen.)

The screen clears and the following message displays:

> Submitting Your Report Request to Taskman…Submitted!
> Your Task Number Is: XXXX

☛   Depending on how your facility is configured, either the PF1 key or Num Lock will be
    active. For consistency, this manual refers to the PF1 convention, but users are advised that
    PF1 is the same as Num Lock, if that is the active function at their medical center.

3.3   Medication Administration Log Report

The Medication Administration Log Report displays detailed administration information for a specified date/time range. The report can be sorted and printed by patient or by ward. When printed by ward, you may sort the view by patient or room/bed. With this sort, the drug administration information will be printed chronologically within each patient.

The Medication Administration Log Reports print in a 132-column output. Exhibit 3, Medication Administration Log Report by Patient, and Exhibit 4, Medication Administration Log Report by Ward, show examples of both Medication Administration Log Reports.

☞   Throughout this manual, the reports shown are provided for illustrative purposes only. Actual reports may be longer.

To Print a Medication Administration Log Report:
1. At the Medication Administration Menu Nursing Option:" prompt, type **1**, and then press **<Enter>** to access the *Medication Administration Log* option.
2. See Section 3.2, Using ScreenMan Format to Request a Report, for instructions on requesting a Medication Administration Log Report.

EXHIBIT 3: MEDICATION ADMINISTRATION LOG REPORT BY PATIENT

```
=====================================================================================================
MEDICATION LOG for Apr 14, 2002@00:01 thru Apr 14, 2002@13:00                Run Date: MAY 05, 2002@09:29
LOG TYPE: INDIVIDUAL PATIENT                                                                  Page: 1

Patient: MONTANA,(UTAH)JOHNNY        SSN:      408-02-9578        DOB:  JAN 2,1941 (58)
Sex:    MALE                         Ht/Wt:    */*               Ward: BCMA Rm A427-02
Dx:     PNEUMONIA                    Last Mvmt: APR 8, 2002@14:07:51   Type: SPECIALTY TRANSFER

Reactions: STRAWBERRIES
=====================================================================================================
            Orderable Item                    Admin Admin
Activity Date [Dose/Sched/Route/Inj Site]     By    Date/Time      Drug/Solution/Additive    U/Ord  U/Gvn Unit
-----------------------------------------------------------------------------------------------------
12/07/01 08:53 FUROSEMIDE [20MG ON CALL PO]   EM    12/07/01 08:53  FUROSEMIDE 20 MG         1.00   1.00 TAB
12/6/01 15:52>
            Comments:    <No Comments>
1/5/02 24:01<
            Audits:      <No Audits>
-----------------------------------------------------------------------------------------------------
12/07/01 08:54 FUROSEMIDE [20MG ON CALL PO]   EM    12/07/01 08:54  FUROSEMIDE 20 MG         1.00   1.00 TAB
12/6/01 15:52>
            Comments:    <No Comments>
1/5/02 24:00<
            Audits:      <No Audits>
-----------------------------------------------------------------------------------------------------
12/07/01 09:49 ALBUTEROL [3ML Q4H INHL]       EM    12/07/01 11:33  ALBUTEROL 0.083% INHL
                                                                    SOLUTION 3ML EA.         1.00   1.00 3ml
12/5/01 12:49:40>
            Comments:    12/07/01 09:51  EM    change in dr's order
                         12/07/01 10:16  EM    Held: PATIENT ON PASS
                         12/07/01 11:33  EM    per pt request
1/4/02 24:00<
            Audits:      12/07/01 09:51  EM    Field: ADMINISTRATION STATUS 'GIVEN' deleted.
                         12/07/01 09:51  EM    Field: ADMINISTRATION STATUS Set to 'NOT GIVEN'.
                         12/07/01 09:51  EM    Field: DOSES GIVEN '1' deleted.
                         12/07/01 09:51  EM    Field: DOSES GIVEN Set to '0'.
                         12/07/01 09:51  EM    Field: UNIT OF ADMINISTRATION '3 ml' deleted.
                         12/07/01 09:51  EM    Field: UNIT OF ADMINISTRATION Set to '0'.
                         12/07/01 10:16  EM    Field: ADMINISTRATION DATE/TIME 'DEC 07, 2001@09:49:48' deleted.
                         12/07/01 10:16  EM    Field: ADMINISTRATION DATE/TIME Set to 'DEC 07, 2001@10:16:50'.
                         12/07/01 10:16  EM    Field: ADMINISTRATION STATUS 'NOT GIVEN' deleted.
                         12/07/01 10:16  EM    Field: ADMINISTRATION STATUS Set to 'HELD'.
                         12/07/01 11:33  EM    Field: ADMINISTRATION DATE/TIME 'DEC 07, 2001@10:16:50' deleted.
                         12/07/01 11:33  EM    Field: ADMINISTRATION DATE/TIME Set to 'DEC 07, 2001@11:33:56'.
                         12/07/01 11:33  EM    Field: ADMINISTRATION STATUS 'HELD' deleted.
                         12/07/01 11:33  EM    Field: ADMINISTRATION STATUS Set to 'GIVEN'.
                         12/07/01 11:33  EM    Field: DOSES GIVEN Set to '1'.
                         12/07/01 11:33  EM    Field: UNIT OF ADMINISTRATION Set to '3ml'.

12/07/01 10:17 BENZTROPINE [1MG BID PO]       EM    12/07/01 11:41  BENZTROPINE 1MG TAB      1.00   1.00 TAB
12/5/01 12:49:40>
            Comments:    12/07/01 10:17  EM    Held: PATIENT ON PASS
                         12/07/01 11:41  EM    patient returned from procedure.
1/4/02 24:00<
            Audits:      12/07/01 11:41  EM    Field: ADMINISTRATION DATE/TIME 'DEC 07, 2001@10:17:12' deleted.
                         12/07/01 11:41  EM    Field: ADMINISTRATION DATE/TIME Set to 'DEC 07, 2001@11:41:15'.
                         12/07/01 11:41  EM    Field: ADMINISTRATION STATUS 'HELD' deleted.
                         12/07/01 11:41  EM    Field: ADMINISTRATION STATUS Set to 'GIVEN'.
                         12/07/01 11:41  EM    Field: DOSES GIVEN Set to '1'.
                         12/07/01 11:41  EM    Field: UNIT OF ADMINISTRATION Set to 'TAB'.
-----------------------------------------------------------------------------------------------------
            Comments:    <No Comments>
-----------------------------------------------------------------------------------------------------
=====================================================================================================
MONTANA,(UTAH)JOHNNY                                      408-02-9578        Ward: BCMA Room-Bed: A427-02
```

EXHIBIT 4: MEDICATION ADMINISTRATION LOG REPORT BY WARD

```
======================================================================================================
Continuing/PRN/Stat/One Time Medication/Treatment Record (Detailed Log) (VAF 10-2970 B, C, D)
Run Date: MAR 01, 2002@10:23
LOG TYPE: WARD
Page: 1

Ward Location: BCMA                                                            Division: TOPEKA, KS
======================================================================================================
       Orderable Item                      Admin  Admin
Activity Date [Dose/Sched/Route/Inj Site]   By    Date/Time     Drug/Solution/Additive      U/Ord  U/Gvn Unit
------------------------------------------------------------------------------------------------------
ARIZONA,ALICE (509680003)
Ward: BCMA Rm-Bed: 401-09
------------------------------------------------------------------------------------------------------
01/14/02 09:04 CEFTAZIDIME [INFUSE OVER 30
            MIN. Q12H IV Inj Site: Arm,
            Left Upper]                     N3     01/14/02 09:04  CEFTAZIDIME - 1 GM
                                                                  DEXTROSE 5%/WATER - 50 ML
------------------------------------------------------------------------------------------------------
01/14/02 09:05 POTASSIUM CHLORIDE [75 ml/hr
         IV Inj Site: Arm, Left Upper]      N3     01/14/02 09:05  POTASSIUM CHLORIDE - 20 MEQ
                                                                  DEXTROSE 5%/WATER - 1000 ML
------------------------------------------------------------------------------------------------------
01/14/02 14:48 MOISTURIZING LOTION [ PRN TOP] N3   01/14/02 14:48  DRY SKIN LOTION/ML          1.00   0.00
         PRN Reason:  C/O ITCHING
         PRN Effectiveness: NO RELIEF
         Entered By: STUDENT,NURSE THREE Date/Time: JAN 14, 2002@14:49:39 Minutes: 1
------------------------------------------------------------------------------------------------------
01/14/02 14:57 ACETAMINOPHEN [325-650MG Q4H
            PRN PO]                         N3     01/14/02 12:00  ACETAMINOPHEN 325MG TAB     2.00   3.00 TAB
         PRN Reason:  C/O H/A
         PRN Effectiveness: RELEIF
         Entered By: STUDENT,NURSE THREE Date/Time: JAN 14, 2002@14:59:01 Minutes: 179
------------------------------------------------------------------------------------------------------
ARKANSAS,MARY (509680004)
Ward: BCMA Rm-Bed: A415-01

01/14/02 09:00 ARTIFICIAL TEARS [2 DROPS
            0600-0800-1000-1200-1400-1600-18
            00-2000-2200 OPH]               N4     01/14/02 09:00  ARTIFICIAL TEARS /ML        1.00   1.00 2 DROPS
------------------------------------------------------------------------------------------------------
01/14/02 09:04 CEFTAZIDIME [INFUSE OVER 30
            MIN. Q12H IV Inj Site: Arm,
            Right Upper]                    N4     01/14/02 09:04  CEFTAZIDIME - 1 GM
                                                                  DEXTROSE 5%/WATER - 50 ML
------------------------------------------------------------------------------------------------------
01/14/02 09:06 ASCORBIC ACID [500MG
            MO-WE-FR@0900-1700 PO]          N4     01/14/02 09:06  ASCORBIC ACID 500MG TAB     1.00   1.00 TAB
------------------------------------------------------------------------------------------------------
```

3.4   Missed Medications Report

The Missed Medications Report includes Continuous or One-Time Unit Dose medications and IV Piggyback medications that were not administered to a patient during a Med Pass. This report also includes patient demographics data, allergy and adverse drug reaction (ADR) information, ward/bed location, the administration date/time, order number from Inpatient Medications V. 5.0, and the medication type of the missed medication. (Self-medications do not display on the report.) The report can be sorted and printed by ward or patient, and you can specify the date and time that the report covers.

☛ Information that may display on this report includes medications that were scheduled to be administered, but were not marked as Given, Held, or Refused. It may also include medications that have been renewed or discontinued shortly after the scheduled administration time, and medications requested from the Pharmacy as Missing Dose Requests. Medications placed on Hold via the Computerized Patient Record System (CPRS) or Inpatient Medications V.5.0 will display on this report with the word "Hold" in parentheses to the right of them.

☛ The Missed Medications Report by Ward should be run after each scheduled admin time. All entries listed on this report should be resolved.

To Print a Missed Medications Report:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **2**, and then press **<Enter>** to access the *Missed Medications* option.
2. See Section 3.2, Using ScreenMan Format to Request a Report, for instructions on requesting a Medication Administration Log Report.

The reports will print in a 132-column output. Exhibit 5, Missed Medications Report by Patient, and Exhibit 6, Missed Medications Report by Ward, show examples of both Missed Medications Reports.

EXHIBIT 5: MISSED MEDICATIONS REPORT BY PATIENT

```
=============================================================================================
MISSED MEDICATIONS  from Jan 05, 2002@08:00 thru Jan 05, 2002@13:00
Run Date: JAN 31,2002@11:04

    Patient:  INDIANA,SUSAN    SSN:  500-60-1013              DOB:   JAN 1,1949 (52)
    Sex:      FEMALE           Ht/Wt:182cm/83kg               Ward: BCMA Rm 421-1
    Dx:       COPD             Last Mvmt: NOV 27,2001@11:19:16  Type:  ADMISSION

Reactions:  STRAWBERRIES
=============================================================================================
Administration Date/Time      Order Num      Medication
---------------------------------------------------------------------------------------------
Jan 05, 2002@11:00            39U            ARTIFICIAL TEARS SOLN,OPH
Jan 05, 2002@11:00            56U            IPRATROPIUM INHALANT
Jan 05, 2002@11:00            60U            PROCAINAMIDE CAP,ORAL

Jan 05, 2002@13:00            37U            ALBUTEROL SOLN,INHL
Jan 05, 2002@13:00            39U            ARTIFICIAL TEARS SOLN,OPH
Jan 05, 2002@13:00            48U            CLOTRIMAZOLE CREAM,TOP
Jan 05, 2002@13:00            50U            DIGOXIN TAB

*** ONE-TIME ***             42U            DIGOXIN TAB
Start Date/Time:             1/5/02 08:47:08

*** ONE-TIME ***             43U            LORAZEPAM INJ
Start Date/Time:             1/5/02 08:47:06

*** ONE-TIME ***             44U            SODIUM BIPHOSPHATE/SODIUM PHOSPHATE
ENEMA
Start Date/Time:             1/5/02 08:47:07


=============================================================================================
INDIANA,SUSAN                            500-60-1013              Ward: BCMA  Room-Bed: 421-1
```

EXHIBIT 6: MISSED MEDICATIONS REPORT BY WARD

```
=================================================================================================
MISSED MEDICATIONS  from Dec 05, 2001@08:00 thru Dec 05, 2001@13:00
Run Date: FEB 1,2002@15:19


Ward Location: BCMA
Division: ISC REGION 3
=================================================================================================
Ward Rm-Bed    Patient              Admin Date/Time       Order Num   Medication
-------------------------------------------------------------------------------------------------
BCMA 420-3     KENTUCKY,KENNETH (1016)  Dec 05, 2001@13:00    8U        ARTIFICIAL TEARS SOLN,OPH
BCMA 420-3     KENTUCKY,KENNETH (1016)  Dec 05, 2001@13:00   12U        CLOTRIMAZOLE CREAM,TOP
BCMA 420-3     KENTUCKY,KENNETH (1016)  Dec 05, 2001@13:00   14U        DIGOXIN TAB
BCMA 420-3     KENTUCKY,KENNETH (1016)  Dec 05, 2001@13:00   28U        WARFARIN TAB
_____
BCMA 420-3     KENTUCKY,KENNETH (1016)  *** ONE-TIME ***                DIGOXIN TAB
                                        Start Date/Time:      1U   12/5/01 12:51:03

BCMA 420-3     KENTUCKY,KENNETH (1016)  *** ONE-TIME ***                LORAZEPAM INJ
                                        Start Date/Time:      2U   12/5/01 12:51:03

BCMA 420-3     KENTUCKY,KENNETH (1016)  *** ONE-TIME ***                SODIUM BIPHOSPHATE/SODIUM
PHOSPHATE ENEMA
                                        Start Date/Time:      3U   12/5/01 12:51:03


BCMA 401-4     NEBRASKA, NICK (1001)    Dec 05, 2001@09:00   19U         NITROGLYCERIN PATCH

BCMA 401-4     NEBRASKA,NICK (1001)     Dec 05, 2001@13:00    5U         ALBUTEROL SOLN,INHL
BCMA 401-4     NEBRASKA,NICK (1001)     Dec 05, 2001@13:00    7U         AMOXICILLIN CAP,ORAL
BCMA 401-4     NEBRASKA,NICK (1001)     Dec 05, 2001@13:00    8U         ARTIFICIAL TEARS SOLN,OPH
BCMA 401-4     NEBRASKA,NICK (1001)     Dec 05, 2001@13:00   16U         DIGOXIN TAB

BCMA 401-4     NEBRASKA,NICK (1001)     *** ONE-TIME ***                 DIGOXIN TAB
                                        Start Date/Time:      1U   12/5/01 12:48:59

BCMA 401-4     NEBRASKA,NICK (1001)     *** ONE-TIME ***                 LORAZEPAM INJ
                                        Start Date/Time:      2U   12/5/01 12:48:58


BCMA 401-4     NEBRASKA,NICK (1001)     *** ONE-TIME ***                 MORPHINE INJ
                                        Start Date/Time:     14U   12/6/01 09:33

BCMA 401-4     NEBRASKA,NICK (1001)     *** ONE-TIME ***                 SODIUM BIPHOSPHATE/SODIUM
PHOSPHATE ENEMA
                                        Start Date/Time:      3U   12/5/01 12:48:59


BCMA 401-3     VIRGINIA,SAMUEL (1044)   Dec 05, 2001@12:52:16 17U        CEFTRIAXONE INJ,SOLN

BCMA 401-3     VIRGINIA,SAMUEL (1044)   Dec 05, 2001@13:00   11U         ALBUTEROL SOLN,INHL
BCMA 401-3     VIRGINIA,SAMUEL (1044)   Dec 05, 2001@13:00   13U         AMOXICILLIN CAP,ORAL
```
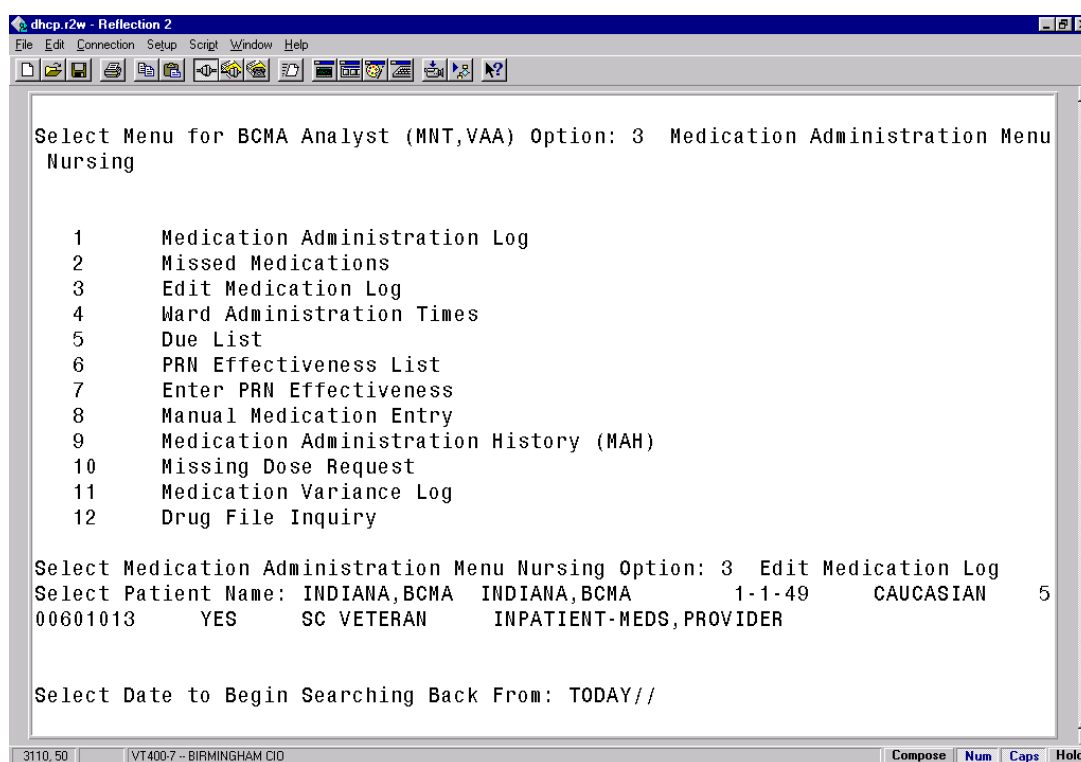
3.5   Edit Medication Log

The *Edit Medication Log* option allows users to edit specific medication administration "actions" that have been created through the scanning processes. Items available for editing may also include entries created using a manual medication entry process in the Nursing CHUI Menu. Only users who administer orders can edit entries, unless they hold the PSB MANAGER security key. This key allows the holder to edit any user's medication entry. This key is usually assigned to nurse managers and package coordinators. All edits are tracked and can be retrieved using the "Include Audits:" prompt (see Medication Administration Log Report section), and display on the Medication Administration Log Report. (See Section 3.3, Medication Administration Log for an example of the report.)
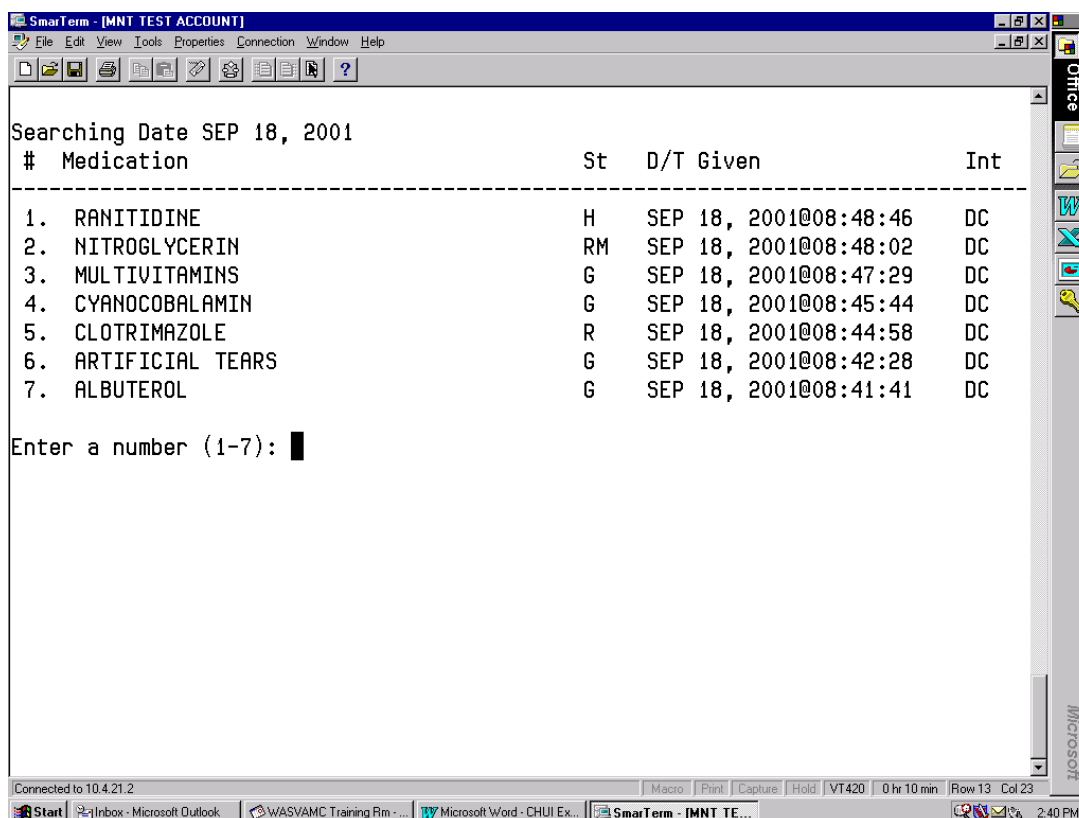
EXHIBIT 7: EDIT MEDICATION LOG SCREEN

To Edit a Previously Administered Medication:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **3**, and then press **<Enter>** to access the *Edit Medication Log* option.
2. At the "Select Patient Name:" prompt, type the **name of the patient assigned to you**, and then press **<Enter>**.
3. On the screen illustrated in Exhibit 7, Edit Medication Log Screen, enter the **patient's name or Social Security Number** (SSN) at the "Select Patient Name:" prompt, and then press <**Enter**>.

4. In the "Select Date to Begin Searching Back From:" prompt, type the **desired date**, and then press <**Enter>.** If a medication was not administered today, a screen message will display, asking if you would like to move back one day. Press <**Enter**> to move back. This process will continue until the system reaches a date for which medications were administered. At that time, the list of medications will display, as shown in Exhibit 8, Medication Selection Screen.

EXHIBIT 8: MEDICATION SELECTION SCREEN

```
SmarTerm - [MNT TEST ACCOUNT]
File  Edit  View  Tools  Properties  Connection  Window  Help

Searching Date SEP 18, 2001
#  Medication                          St   D/T Given               Int
------------------------------------------------------------------------
1.  RANITIDINE                         H    SEP 18, 2001@08:48:46    DC
2.  NITROGLYCERIN                      RM   SEP 18, 2001@08:48:02    DC
3.  MULTIVITAMINS                      G    SEP 18, 2001@08:47:29    DC
4.  CYANOCOBALAMIN                     G    SEP 18, 2001@08:45:44    DC
5.  CLOTRIMAZOLE                       R    SEP 18, 2001@08:44:58    DC
6.  ARTIFICIAL TEARS                   G    SEP 18, 2001@08:42:28    DC
7.  ALBUTEROL                          G    SEP 18, 2001@08:41:41    DC

Enter a number (1-7): █

Connected to 10.4.21.2                  Macro  Print  Capture  Hold  VT420  0 hr 10 min  Row 13  Col 23
Start   Inbox - Microsoft Outlook   WASVAMC Training Rm - ...   Microsoft Word - CHUI Ex...   SmarTerm - [MNT TE...        2:40 PM
```

☞   The screen will display only the medications administered by the user accessing this option. Entries made by other users will not display unless the user holds the PSB MANAGER security key.

The Medication Selection Screen displays the following information:
- The St column displays administration status—G for Given, R for Refused, H for Held, RM for Removed, M for Missing Dose Request, I for Infusing, S for Stopped, C for Completed.
- The D/T Given column displays the date/time of the last action taken on the medication.
- The Int column displays the initials of the individual who documented the last action.

5. At the "Enter a number (1-7):" prompt, type the **number of the medication** that needs to be edited, and then press <**Enter**>.

☛ If you press the <Enter> key without selecting an entry, the system will ask if you want to continue to the previous day's list of medication entries. You can continue to use this key to locate the date, corresponding to the entry to be edited. Entries made by another user do not display when this option is executed, unless the person accessing the option holds the PSB MANAGER security key.

The screen illustrated by Exhibit 9, Order Edit Screen, will display so you can change information associated with this order. All edits are stored within an Audit Log.

<p align="center">**EXHIBIT 9: ORDER EDIT SCREEN**</p>

6. At the "Admin Status:" prompt, change the status if necessary (Valid entries are Given, Held, Refused, Not Given, and Removed for Unit Dose medications, and Infusing, Stopped, Completed, Held, and Refused for IV medications.), and then press <**Enter**>.
7. At the "Admin Date/Time:" prompt, enter the **date/time for the current action** being taken on the medication, or the date/time in the past to reflect when the action occurred, then press <**Enter**>.
8. At the "Injection Site:" prompt, enter an **injection site** (up to 30 characters) or edit an existing entry, and then press <**Enter**>.

9. At the "PRN Reason:" prompt, enter the **reason a PRN was administered** (up to 30 characters), and then press <**Enter**>. This is a free-text entry prompt. An entry made here will display on the Medication Administration Log and the Medication Administration History (MAH) Report.

☞   A reason can be entered regardless of the medication Schedule Type. The medication Schedule Type does not have to be PRN.

10. At the "PRN Effectiveness:" prompt, enter the **Effectiveness of a PRN medication** (up to 150 characters), or edit the existing entry, and then press **<Enter>**. The PRN Effectiveness entered will display on the Medication Administration Log and the MAH Report.

11. At the "Dispense Drugs…" prompt, press <**Enter**>. A Dispense Drugs Popup, as shown in Exhibit 10, Dispense Drugs Selection Box, will display. It provides the Dispense Drug(s) associated with this order, the number of units ordered and actually administered, and a description of the dispense units associated with the drug name, as shown in Exhibit 10, Dispense Drugs Selection Box.

    –   Change the dispense drug if desired, and then press <**Enter**>.
    –   At the "Units Given" prompt, enter a **number** between 0 and 50, and then press <**Enter**>.
    –   At the "Units" prompt, type the **form** being dispensed, such as Tab, Capsule, or Liquid. This is a free-text entry prompt.
    –   After the Dispense Drugs information is complete, press <**Enter**> twice.
    –   At the "COMMAND: Close" prompt, press <**Enter**> again to close the Dispense Drugs Pop-up Box.

EXHIBIT 10: DISPENSE DRUGS SELECTION BOX

12. At the "Comment (Required):" prompt, type a **free-text comment** (up to 150 characters), and then press <**Enter**>. This is a required prompt anytime an entry is edited using the Edit Medication Log option. You must enter the reason the medication entry if being edited. This information displays on the Medication Administration Log when a user requests an audit.

13. At the "COMMAND:" prompt, type **S** for Save, **E** for Exit, or **R** for Refresh, and then press <**Enter**>.
   – If **E** is selected, and the data has not been saved, the system will display the "Save changes before leaving form (Y/N)?" prompt.
   – If you enter **N**, the data will not be saved.
   – If you enter **Y**, the changes will be saved.

☞ When using the CHUI option to change the status of a medication to be Given, it is your sole responsibility to ensure that the medications are documented correctly, because no scanning has occurred to validate the medication.

3.6   Ward Administration Times Report

The Ward Administration Times Report lists current medications and administration times (from the earliest to the latest) due, depending on the sort criteria that you determine. This report includes patient demographics data; allergy and ADR information; plus detailed information about the order such as the medication type, dose, and route; and the administration time. It is particularly helpful to nursing personnel to help determine when medications are administered to patients, and the frequency and number of medications administered during a particular date/time. The report can be sorted and printed in the following ways:

- By patient. Each scheduled medication due a patient and administration time is listed.
- By ward. The total number of medications due at each administration time is listed for each patient, including the number scheduled for each hour and 24-hour totals for the entire ward.

☛ You can use the Ward Report for determining workloads on a ward.

To Print a Ward Administration Times Report:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **4**, and then press **<Enter>** to access the *Ward Administration Times* option.
2. See Section 3.2, Using ScreenMan Format to Request a Report, for instructions on requesting a Ward Administration Times Report.

The printed report is formatted as shown in Exhibit 11, Administration Times Report by Patient, and Exhibit 12, Administration Times Report by Ward.

EXHIBIT 11: ADMINISTRATION TIMES REPORT BY PATIENT

```
=========================================================================================
PATIENT ADMINISTRATION TIMES
Run Date: FEB 2,2002@12:08
ADMINISTRATION DATE: FEB 2,2002
Page: 1

Patient:  IOWA,LUKE          SSN:        500-60-1013         DOB:   JAN 1,1949 (52)
Sex:     MALE               Ht/Wt:     182cm/83kg           Ward:  BCMA Rm 421-1
Dx:      COPD              Last Mvmt: NOV 27,2001@11:19:16  Type:  ADMISSION

Reactions:  STRAWBERRIES
=========================================================================================
Time      Self Med        Medication                    Dose/Route
-----------------------------------------------------------------------------------------
9:00a                     ALBUTEROL SOLN,INHL           Dosage: 3ML  Route: INHL
9:00a                     HALOPERIDOL DECANOATE INJ     Dosage: 50MG  Route: IM
9:00a                     MULTIVITAMINS                 Dosage: 1 TABLET  Route: PO
9:00a                     NITROGLYCERIN PATCH           Dosage: 10MG/24 HOURS  Route: TOP

11:00a                    ARTIFICIAL TEARS SOLN,OPH     Dosage: 2 DROPS  Route: OU
11:00a                    IPRATROPIUM INHALANT          Dosage: 2 PUFFS  Route: INHL
11:00a                    PROCAINAMIDE CAP,ORAL         Dosage: 250MG  Route: PO

1:00p                     ALBUTEROL SOLN,INHL           Dosage: 3ML  Route: INHL
1:00p                     AMOXICILLIN CAP,ORAL          Dosage: 250MG  Route: PO
1:00p                     ARTIFICIAL TEARS SOLN,OPH     Dosage: 2 DROPS  Route: OU
1:00p                     CLOTRIMAZOLE CREAM,TOP        Dosage: SMALL AMOUNT  Route: TOP
1:00p                     DIGOXIN TAB                   Dosage: 0.125MG  Route: PO

3:00p                     ARTIFICIAL TEARS SOLN,OPH     Dosage: 2 DROPS  Route: OU

4:00p                     INSULIN NPH (HUMAN) INJ       Dosage: 16 UNITS  Route: SC

5:00p                     ALBUTEROL SOLN,INHL           Dosage: 3ML  Route: INHL
5:00p                     ARTIFICIAL TEARS SOLN,OPH     Dosage: 2 DROPS  Route: OU
5:00p                     ASCORBIC ACID TAB             Dosage: 500MG  Route: PO

=========================================================================================
IOWA, LUKE                          500-60-1013              Ward: BCMA  Room-Bed: 421-1
```

EXHIBIT 12: ADMINISTRATION TIMES REPORT BY WARD

```
=================================================================================================
WARD ADMINISTRATION TIMES                                             Run Date: MAR 01, 2002@07:13
ADMINISTRATION DATE: MAR 01, 2002
Page: 1

Ward Location: BCMA                                                         Division: TOPEKA, KS
=================================================================================================
Patient Name                                                     Administration Times
Room-Bed           01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
-------------------------------------------------------------------------------------------------
ARIZONA,ALICE
SSN: 509680003
Room-Bed: BCMA 401-09 1   4   1      1   7   1   3   1   4   3      1   6   1      1   4   1   3
-------------------------------------------------------------------------------------------------
ARKANSAS,MARY
SSN: 509680004
Room-Bed: BCMA A415-01    1   4      1   1   7   1   3   1   4   1   1   6   1      1   4   1   3
-------------------------------------------------------------------------------------------------
CALIFORNIA,JAMES
SSN: 509680005
Room-Bed: BCMA A416-01    1                4   1      1   7   1   3   1   4   1      1   6   1      1   4   1   3
-------------------------------------------------------------------------------------------------
=================================================================================================
                   01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
Hourly Totals:     21          85 21    21 148 21 64 21 84 25    21 127 21    21 84 21 64

Ward Total:       870
```

3.7   Due List Report

The Due List Report in CHUI BCMA displays the information available from the VDL within GUI BCMA Menu. It provides detailed information about active and future Unit Dose and IV medication orders that are "due" for administering to a patient — during a timeframe that you specify — within a 24-hour period. Within the date/time range, the report may be printed by patient or by ward, and include/exclude the following:

- Continuous, PRN, On-Call, and One-Time Schedule Types
- Unit-Dose or IV medications
- Addendums

The Due List Report includes patient demographics data, allergy and ADR information, plus detailed information about an order, such as whether (or not) the medication is a self-med; the medication type, schedule, dose, and route; Special Instructions; administration times; Last Given date and time; Start/Stop date and time; and the individual(s) who verified the order.

☛ One-Time medications display on the Due List as specified in each facility site parameters. Only medications active at the time the Due List is printed will display on the report. The printed Due List and the VDL within GUI BCMA may not match if orders have been added, discontinued, or renewed after printing.

To enter information for the report, perform the steps on the next page to enter information on the screen illustrated in Exhibit 13, Due List Report Request Screen.

EXHIBIT 13: DUE LIST REPORT REQUEST SCREEN

To Print a Due List Report:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **5**, and then press **<Enter>** to access the *Due List* option.
2. At the "Start Date:" prompt, type the **date,** and then press **<Enter>.**
3. At the "Start Time:" prompt, type the **time**, and then press **<Enter>.**
4. At the "Stop Date:" prompt, type a **date**, and then press **<Enter>.**
5. At the "Run by Patient or Ward:" prompt, type **P** for Patient or **W** for Ward, and then press **<Enter>.**
   – If you are sorting the report by patient, at the "Patient Name:" prompt, type the **patient's name**, and then press **<Enter>**.
   – If you are sorting the report by ward, in the Ward Location, type the **ward designation**, and then press <**Enter**>. At the "Sort by Pt or Room-Bed:" prompt, type **P** for Patient or **R** for Room/Bed, and then press <**Enter**>.
6. At the "Include Schedule:" prompts, type **Y** for the desired Schedule Type(s) and **N** for the others and, then press **<Enter>**.
7. At the "Include Order Types:" prompts, type **Y** or **N** at the "IV:" prompt and "Unit Dose:" prompt, and then press **<Enter**>. If you enter **N** at both prompts, no orders will print on the report.
8. At the "Include Addendums:" prompt, type **Y** or **N,** and then press **<Enter>**. When **Y** is entered, an additional section called Changes/Addendums to Orders will print at the bottom of the report. You can use this section of the report to manually record information about a medication administration.
9. At the "Print to Device:" prompt, type the **desired printer**, and then press **<Enter>**.
10. At the "Queue to Run At:" prompt, type the **date you want** to run a report, and then press **<Enter>**. If you press **<Enter>**, the system defaults to the current date and time.
11. At the "<Ret> Re-Edit:" prompt, press the **PF1** followed by **E** (Exit) to submit the request for printing. (Other available actions at this prompt are **PF1 - Q** to Quit, or **PF1-R** to Refresh the screen.)

The screen clears and the following message displays:

> Submitting Your Report Request to Taskman…Submitted!
> Your Task Number Is: XXXX

The reports will print in a 132-column output. Exhibit 14, Due List Report by Patient, and Exhibit 15, Due List Report by Ward, show examples of both Due List Reports.

EXHIBIT 14: DUE LIST REPORT BY PATIENT

```
===========================================================================================
MEDICATION DUE LIST for MAR 26, 2002 0800-1000                    Run Date: MAR 26, 2002@14:43
Order Type(s): IV & Unit Dose -- Continuous                                        Page: 1

Patient: CONNECTICUT,CARL            SSN:   509-68-0007      DOB:  DEC 3,1958 (40)
Sex:    MALE                         Ht/Wt:  */*             Ward: BCMA Rm A427-03
Dx:     CHEST PAIN                   Last Mvmt: JAN 8,2002@14:14:45  Type: SPECIALTY TRANSFER

Reactions: STRAWBERRIES
===========================================================================================
Self                                         Last        Start    Stop      Verifying
Med  Sched  Medication          Dose         Given       Date     Date      Rph/Rn
-------------------------------------------------------------------------------------------
     UD-C  ARTIFICIAL TEARS SOLN,OPH
        *ARTIFICIAL TEARS /ML (7021)
        Spec Inst: WHILE AWAKE    Give: 2 DROPS
                            0600-0800-1000-1200-1400-1600-1800-
                            2000-2200
                            Admin Times: 0800-1000    03/23/02@0824 03/12/029  04/11/02   KB/***
-------------------------------------------------------------------------------------------
     UD-C  CLOTRIMAZOLE CREAM,TOP
        *CLOTRIMAZOLE 1% CREAM /GM (7071)
        Spec Inst: SMALL AMOUNT TOPICALLY
        TO AREA               Give:  QID
                            Admin Times: 0900        03/21/02@1601 03/12/02   04/11/02   KB/***
-------------------------------------------------------------------------------------------
     UD-C  MULTIVITAMINS TAB
        *MULTIVITAMIN TAB (5512)
        Spec Inst: <None Entered>    Give: 20meq QOD
                            Admin Times: 0900        03/26/02@0842 03/12/02   04/25/02   KB/***
-------------------------------------------------------------------------------------------




                                    Changes/Addendums to orders
-------------------------------------------------------------------------------------------

  CON ___ PRN ___  Drug: _____  Give: _____  Start: _____  Stop: _____
                   Spec
  OT ___  OC ___   Inst: _____  Initials: _____  Date: _____
-------------------------------------------------------------------------------------------

  CON ___ PRN ___  Drug: _____  Give: _____  Start: _____  Stop: _____
                   Spec
  OT ___  OC ___   Inst: _____  Initials: _____  Date: _____
-------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------
===========================================================================================
CONNECTICUT,CARL                          509-68-0007                Ward: BCMA Room-Bed: A427-03
```

EXHIBIT 15: DUE LIST REPORT BY WARD

```
================================================================================================
MEDICATION DUE LIST for DEC 03, 2001  0800-1000                      Run Date: DEC 03, 2001@09:52
Order Type(s): IV & Unit Dose  -- Continuous On-Call One-Time                             Page: 1

Patient:  ALABAMA,CHRISTOPHER P.        SSN:      500-60-1001       DOB:   JAN 1,1949 (52)
Sex:     MALE                           Ht/Wt:    182cm/83kg        Ward:  BCMA Rm 401-4
Dx:      COPD                           Last Mvmt: NOV 27,2000@11:33:30  Type:  ADMISSION

Reactions:  STRAWBERRIES
================================================================================================
Self                                                               Last    Start   Stop   Verifying
Med   Sched  Medication                    Dose            Route   Given   Date    Date   Rph/Rn
------------------------------------------------------------------------------------------------
      UD-C   ARTIFICIAL TEARS SOLN,OPH     Give: 2 DROPS  Q2H  OU  7/25/01 11/2/01         CT/GNII
             *ARTIFICIAL TEARS /ML (798)    Admin Times: 0900
             Spec Inst: ONLY WHILE PATIENT IS
             AWAKE
------------------------------------------------------------------------------------------------
      UD-C   BENZTROPINE TAB               Give: 1MG  BID   PO    7/25/01 11/2/01         CT/GNII
             *BENZTROPINE 1MG TAB (5321)   Admin Times: 0900
             Spec Inst: BEGIN TODAY
------------------------------------------------------------------------------------------------
      UD-C   MULTIVITAMINS TAB             Give: 1 TABLET  QD  PO 7/25/01 11/2/01         CT/GNII
             *MULTIVITAMIN TAB (1389)      Admin Times: 0900
             Spec Inst: <None Entered>
------------------------------------------------------------------------------------------------
      UD-C   NITROGLYCERIN PATCH           Give: 10MG/24 HOURS  QAM TOP 7/25/01 11/2/01   CT/GNII
             *NITROGLYCERIN PATCHES 10MG/24HR
              (2313)                       Admin Times: 0900
             Spec Inst: APPLY PATCH AT 0900
             AND REMOVE PATCH AT 2100
------------------------------------------------------------------------------------------------
      UD-OC  FUROSEMIDE INJ,SOLN           Give: 20MG  ON CALL IVP  7/25/01 11/2/01       CT/GNII
             *FUROSEMIDE 10MG/ML INJ/ML (651)
             Spec Inst: AFTER EACH UNIT OF
             PRBC'S
------------------------------------------------------------------------------------------------
================================================================================================
ALABAMA,CHRISTOPHER P.                          500-60-1001              Ward: BCMA  Room-Bed: 401-4
================================================================================================
MEDICATION DUE LIST for DEC 03, 2001  0800-1000                      Run Date: DEC 03, 2001@09:52
Order Type(s): IV & Unit Dose  -- Continuous On-Call One-Time
Page: 1

Patient:  CALIFORNIA,JAMES              SSN:      500-60-1002       DOB:   JAN 1,1949 (52)
Sex:     MALE                           Ht/Wt:    182cm/83kg        Ward:  BCMA Rm 404-1
Dx:      COPD                           Last Mvmt: NOV 27,2000@11:32:50  Type:  ADMISSION

Reactions:  PENICILLIN G-RELATED PENICILLINS, PT EXPOSED TO MOLD
================================================================================================
Self                                                               Last    Start   Stop   Verifying
Med   Sched  Medication                    Dose            Route   Given   Date    Date   Rph/Rn
------------------------------------------------------------------------------------------------
      UD-C   ALBUTEROL SOLN,INHL           Give: 3ML  Q4H   INHL  7/25/01 11/2/01          CT/AN
             *ALBUTEROL 0.083% INHL SOLUTION
              3ML EA. (5322)               Admin Times: 0900
             Spec Inst: <None Entered>
      UD-OC  DIPHENHYDRAMINE CAP,ORAL     Give: 50MG  ON CALL    PO      7/25/01 11/2/01  CT/AN
             *DIPHENHYDRAMINE 50MG CAP (1477)
             Spec Inst: 30 MINUTES PRIOR TO
             CISPLATIN
------------------------------------------------------------------------------------------------
      UD-OC  FUROSEMIDE INJ,SOLN           Give: 20MG  ON CALL    IVP          7/25/01 11/2/01
CT/AN
             *FUROSEMIDE 10MG/ML INJ/ML (651)
             Spec Inst: AFTER EACH UNIT OF
             PRBC'S
------------------------------------------------------------------------------------------------
================================================================================================
CALIFORNIA,JAMES                                500-60-1002              Ward: BCMA  Room-Bed: 404-1
```

3.8   PRN Effectiveness List Report

The PRN Effectiveness List Report lists PRN medications administered to a patient that require an Effectiveness comment. It also includes patient demographics data, allergy and ADR information, plus the PRN medication, administration date and time, and the individual(s) who administered the order. You can print the report by patient or by ward.

The system files the Effectiveness comment, after you make an entry using the *PRN Effectiveness List* option, and then select one of the medications listed on the following report. The entry will not display on the report PRN Effectiveness List the next time it is printed.

☛ You can print a PRN Effectiveness Lists Report after a patient has been discharged.

To Print a PRN Effectiveness List Report:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **6**, and then press **<Enter>** to access the *PRN Effectiveness List* option.
2. See Section 3.2, Using ScreenMan Format to Request a Report, for instructions on printing a PRN Effectiveness List Report.

The printed reports are formatted as shown in Exhibit 16, PRN Effectiveness List Report by Patient and Exhibit 17, PRN Effectiveness List Report by Ward.

EXHIBIT 16: PRN EFFECTIVENESS LIST REPORT BY PATIENT

```
====================================================================================================
PRN EFFECTIVENESS LIST from Feb 02, 2002@08:00 thru Feb 02, 2002@16:00    Run Date: FEB 2,2002@13:12
                                                                                         Page: 1

Patient:  INDIANA,SUSAN                  SSN:       500-60-1013        DOB:   JAN 1,1949 (52)
Sex:      FEMALE                         Ht/Wt:     182cm/83kg         Ward:  BCMA Rm 421-1
Dx:       COPD                           Last Mvmt: NOV 27,2000@11:19:16  Type: ADMISSION

Reactions:  STRAWBERRIES
====================================================================================================
Administration Date/Time      Medication                               Administered By
----------------------------------------------------------------------------------------------------

FEB 02, 2002@09:23:05         HALOPERIDOL                              TOPEKA, MARK
        PRN Reason: AGITATION

FEB 02, 2002@09:23:26         ACETAMINOPHEN                            TOPEKA, MARK
      PRN Reason: FEVER

FEB 02, 2002@09:23:51         ALUMINUM HYDROXIDE/MAG HYDROXIDE/SIMETH  TOPEKA, MARK
        PRN Reason: DYSPEPSIA

FEB 02, 2002@09:25:02         INSULIN REGULAR (HUMULIN)                TOPEKA, MARK
        PRN Reason: ELEVATED BLOOD SUGAR


====================================================================================================
INDIANA,SUSAN                              500-60-1013               Ward: BCMA  Room-Bed: 421-1
```

EXHIBIT 17: PRN EFFECTIVENESS LIST REPORT BY WARD

```
================================================================================================
PRN EFFECTIVENESS LIST  from Feb 02, 2002@08:00 thru Feb 02, 2002@16:00      Run Date: FEB 2,2002@13:32
                                                                                     Page: 1

Ward Location: BCMA
Division: ISC REGION 3
================================================================================================
Patient                      Ward Rm-Bed
     Administration Date/Time    Medication                             Administered By
------------------------------------------------------------------------------------------------

INDIANA,SUSAN                BCMA  421-1

       FEB 02, 2002@09:23:05        HALOPERIDOL                         TUCKER,CHRIS
           PRN Reason: AGITATION

       FEB 02, 2002@09:23:26        ACETAMINOPHEN                       TUCKER,CHRIS
           PRN Reason: FEVER

       FEB 02, 2002@09:23:51        ALUMINUM HYDROXIDE/MAG HYDROXIDE/SIMETH  TUCKER,CHRIS
           PRN Reason: DYSPEPSIA

       FEB 02, 2002@09:25:02        INSULIN REGULAR (HUMULIN)           TUCKER,CHRIS
           PRN Reason: ELEVATED BLOOD SUGAR

VIRGINIA,SAMUEL              BCMA  401-3

       FEB 02, 2002@13:30:51        PROCHLORPERAZINE                    TUCKER,CHRIS
           PRN Reason: NAUSEA

       FEB 02, 2002@13:31:08        ACETAMINOPHEN                       TUCKER,CHRIS
           PRN Reason: FEVER
```

3.9   Enter PRN Effectiveness

The *Enter PRN Effectiveness* option lets Nursing staff enter Effectiveness comments for PRN medications that were administered to a patient.

To Enter PRN Effectiveness Comments:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **7,** and then press **<Enter>** to access the *Enter PRN Effectiveness* option. Additional information entry prompts will display, as illustrated in Exhibit 18, Patient Selection Screen provided below.
2. At the "Select Patient Name:" prompt, type the **patient's name**, and then press **<Enter>**.
3. At the "Select Date to Begin Searching Back From:" prompt, press <**Enter**> to select today's date.
    –   If the medication was not administered today, a screen message will display, asking if you would like to move back one day. Press <**Enter**> to do so. This process will continue until the system reaches a date on which medications were administered. At that time, the list of medications will display as shown in Exhibit 19, Medication Selection Screen.

EXHIBIT 18: PATIENT SELECTION SCREEN

EXHIBIT 19: MEDICATION SELECTION SCREEN

4. At the "Enter a number (1-5):" prompt, type the **number** corresponding to the medication needing an Effectiveness comment, and then press <**Enter**>. The Effectiveness Comments Entry Screen displays, as shown in Exhibit 20, PRN Effectiveness Entry Screen.

EXHIBIT 20: PRN EFFECTIVENESS ENTRY SCREEN

5. At the "PRN Effectiveness:" prompt, type a **comment** (up to 150 characters), and then press
    <**Enter**>.
6. At the "COMMAND:" prompt, type **S** for Save, **E** to Exit, or **R** for Refresh, and then press
    <**Enter**>. When you save the comments, the system adds them to the PRN Effectiveness List
    Report.

☞   If you try to exit the screen and the data has not been saved, the system will display the
    "Save changes before leaving form (Y/N)?" prompt. If you enter **N**, the data will not be
    saved. If you enter **Y**, the changes will be saved.

3.10   Manual Medication Entry

The *Manual Medication Entry* option lets you manually create a medication administration entry for any order. This option will also display orders that have expired or been discontinued on the date selected. Entries for expired and discontinued orders are sometimes necessary if a patient has been transferred or discharged before the administration documentation process has been completed.

☛   Medication orders will not be electronically validated with this option. However, the Medication Log will include comments and audits for any order that was entered using the *Manual Medication Entry* option. You should limit the use of this option.

To Manually Create a Medication Administration Entry for an Active Order:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **8,** and then press **<Enter>** to access the *Manual Medication Entry* option. Additional information entry prompts will display, as illustrated in Exhibit 21, Manual Medication Entry Patient Selection Screen provided below.
2. At the "Select PATIENT:" prompt, type the **patient's name or SSN**, and then press <**Enter**>.

EXHIBIT 21: MANUAL MEDICATION ENTRY PATIENT SELECTION SCREEN

```
SmarTerm Office - [Birmingham.stw]                                      _|8|X|
File  Edit  View  Tools  Properties  Connection  Window  Help           _|8|X|

D|☞|🖫| 🖨| 🖹🖹| ⌗|🔃|🔲| 🔷| 🖹🖹🖹| 🔲| ?|

 Manual Medication Entry

 Notice: No validation of medications is done with this option.
 Entries in the Med Log created with this option will reflect this
 in the comments.


 Select PATIENT:    MONTANA,(UTAH)JOHNNY        1-1-49     CAUCASIAN     500601000
      YES    SC VETERAN     SACRAMENTO,SHARON
 Select Orders From Date: Today//
```

3. At the "Select Orders From Date: Today//" prompt, press <**Enter**> to select today's date, or **enter a date** and then press <**Enter**>. A list of orders for this patient will display, as shown in Exhibit 22, Manual Medication Entry Medication Selection Screen.

4. At the "Enter RETURN to continue or '^' to exit:" prompt, press <**Enter**> to continue with the entry.

☛ You can return to the Main Options Menu by entering ^, and then pressing <**Enter**>.

EXHIBIT 22: MANUAL MEDICATION ENTRY MEDICATION SELECTION SCREEN

```
Manual Medication Entry
 # Sc Medication        St
 --------------------------------------------------------------------------

 1. C ASPIRIN TAB,EC         (A) Start: 03/26/2002 0600
                             Stop: 04/27/2002 2400
    Admin Times: 0900

 2. C CEFEPIME INJ,PWDR       (D) Start: 02/28/2002 1435
                             Stop: 03/26/2002 1037    Admin Times: 1630

 3. C CEFEPIME INJ,PWDR       (A) Start: 03/26/2002 1037
                             Stop: 04/17/2002 2400
    Admin Times: 0900

 4. C DILTIAZEM (TIAZAC) CAP,SA    (A) Start: 03/28/2002 0700
                             Stop: 04/17/2002 2400
    Admin Times: 0900

 5. C MULTIVITAMINS TAB        (A) Start: 03/26/2002 0700
                             Stop: 04/17/2002 2400
    Admin Times: 0900

 6. O LORAZEPAM TAB          (E) Start: 02/28/2002 0905
                             Stop: 02/28/2002 0905

 7. O SODIUM BIPHOSPHATE/SODIUM PHOSPHATE ENEMA (E)
                             Start: 03/30/2002 0905
                             Stop: 03/30/2002 0905

 8. P HYDROCORTISONE CREAM,TOP    (A) Start: 04/20/2002 0856
                             Stop: 05/03/2002 2400



Enter a number (1-8):
```

5. At the "Enter a number (1-8):" prompt, type the **number** that corresponds to the medication in the list, and then press **<Enter>.** The screen illustrated in Exhibit 23, Administration Time Selection Screen, will display.

EXHIBIT 23: ADMINISTRATION TIME SELECTION SCREEN

6. At the "Is this the correct Order? Yes//" prompt, press <**Enter**> to accept the order.
    –   If you enter **No**, the screen reverts to the Manual Medication Entry Medication
        Selection Screen, shown in Exhibit 22.

☛ A brief Administration History appears for PRN medications. It displays up to the last four
    actions for the selected orderable item.

7. At the "Create an administration for this order? Yes//" prompt, press **<Enter>** if you want to
    create an administration for the PRN medication. Then enter a PRN Reason (1-30 characters)
    at the prompt that displays, and then press **<Enter>**.

8. At the "Select Administration Time:" prompt, type the **number** of the desired administration
    time from the list provided, and then press <**Enter**>. The administration date and time will
    display at the "Create An Administration:" prompt.

    –   If the date and time are correct, press <**Enter**>.
    –   If the date and time are not correct, type **No** at the "Create An Administration:"
        prompt. The screen will revert to the Manual Medication Entry Medication Selection
        Screen, as shown in Exhibit 22. The manual entry screen displays, as shown in
        Exhibit 24, Medication Log Manual Entry Screen.

EXHIBIT 24: MEDICATION LOG MANUAL ENTRY SCREEN

9. At the "Admin Status:" prompt, type **G** for Given, **H** for Held, or **R** for Refused, and then press <**Enter**>.
10. At the "Admin Date/Time:" prompt, enter the actual **administration date and time**, and then press <**Enter**>.
11. At the "Injection Site:" prompt, enter a **free-text comment**, and then press <**Enter**>.
12. At the "PRN Reason:" prompt, enter a **free-text comment**, and then press <**Enter**>.
13. At the "PRN Effectiveness:" prompt, enter a **free-text comment**, and then press <**Enter**>.
14. At the "Dispense Drugs…" prompt, press <**Enter**>. A Dispense Drugs Pop-up box will display the Dispense Drug(s) associated with this order, the number of units ordered and actually administered, and a description of the dispensed units associated with the drug name.
    –   Change the dispense drug if desired, and then press <**Enter**>.
    –   At the "Units Given:" prompt, type a **number** between 0 and 50, and then press <**Enter**>.
    –   At the "Units" prompt, type the **form** being dispensed, such as Tab, Capsule, or Liquid. This is a free-text entry prompt used to enter the units.
    –   After the Dispense Drugs information is complete, press <**Enter**> twice.
    –   At the "COMMAND: Close" prompt, press <**Enter**> again to close the Dispense Drugs Pop-up box.

15. At the "Comment (Required):" prompt, type a **free-text comment** (up to 150 characters), and then press <**Enter**>. This is a required prompt anytime an entry is edited using the Edit Medication Log option. You must enter the reason the medication entry is being edited. This information displays on the Medication Administration Log when a user requests an audit.

16. At the "COMMAND:" prompt, type **S** for Save, **E** for Exit, or **R** for Refresh, and then press <**Enter**>.

☞ If **E** is selected, and the data has not been saved, the system will display the "Save changes before leaving form (Y/N)?" prompt. If you enter **N**, the data will not be saved. If you enter **Y**, the changes will be saved.

17. The screen will display the "Enter RETURN to continue or '^' to exit" prompt.
   – To edit another medication administration entry, press <**Enter**> twice.
   – To return to the Main Options Menu, enter ^, and then press <**Enter**>.

3.11   Medication Administration History (MAH) Report

You can print an MAH Report for Unit Dose and IV medication orders. This report lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.

An MAH Report also includes patient demographics data, allergy and ADR information, plus detailed information about the order, such as the drug/additive/solution; the medication schedule, dose, route, and injection site; the actual Administration Times; the name and initials of the clinician who administered the medication; and the individuals who verified the order. It also includes information about when an order is placed on, and taken off Hold by a Provider.

☛   If no parameter is defined in CPRS, the maximum date range defaults to a seven-date range, as in the previous version of BCMA. For example, a report would list the Sunday preceding, and the Saturday following, the date that you selected for the report.

☛   When a student nurse is administering medication under the supervision of an instructor, and both individuals hold the appropriate security keys (PSB STUDENT PSB INSTRUCTOR), an asterisk prints next to the student's initials on the MAH. A key prints at the bottom of the MAH to indicate the date/time the medication was given, along with the names of the student and instructor.

To Print an MAH Report:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **9,** and then press **<Enter>** to access the *Medication Administration History (MAH)* option.
2. See Section 3.2, Using ScreenMan Format to Request a Report, for instructions on printing an MAH. Exhibit 25, MAH Report by Patient, shows an example of the MAH Report.

EXHIBIT 25: MEDICATION ADMINISTRATION HISTORY REPORT BY PATIENT

```
================================================================================================
Continuing/PRN/Stat/One Time Medication/Treatment Record (VAF 10-2970 B, C, D)        Run Date: MAR 26, 2002@10:53
                                                    Page: 1

Patient: OREGON,ROBERT              SSN:    408-02-9578           DOB:  JAN 2,1941 (58)
Sex:    MALE                        Ht/Wt:  */*                  Ward: BCMA Rm A427-02
Dx:     PNEUMONIA                   Last Mvmt: APR 8,2002@14:07:51   Type: SPECIALTY TRANSFER

Reactions: STRAWBERRIES
================================================================================================
Start   Stop     | Admin |        |        |        |        |        |        |
Date    Date     | Times | 02/11/2002 | 02/12/2002 | 02/13/2002 | 02/14/2002 | 02/15/2002 | 02/16/2002 | 02/17/2002
------------------------------------------------------------------------------------------------
02/14/2002 03/14/2002 24:00  | 0500 |        |        | 0519 N2 | 0515 N2 |        |
ACETAMINOPHEN TAB            | 1100 |        |        | R1130 N2 | H1146 N2 |        |
  ACETAMINOPHEN 325MG TAB    | 1700 |        |        | 1729 N3 | 1746 N3 |        |
Give: 650MG PO Q6H           | 2300 |        |        | 2255 N3 | 2310 N3 |        |
                             |      |        |        |        |        |        |
                             |      |        |        |        |        |        |
                             |      |        |        |        |        |        |
 RPH: P2 RN: N2              |      |        |        |        |        |        |
------------------------------------------------------------------------------------------------
02/13/2002 02/23/2002 24:00  | 0500 |        | 1324 N2 |      | 1400 N2 |        |
AMOXICILLIN CAP,ORAL         | 1300 |        |        |        |        |        |
  AMOXICILLIN 250MG CAPS Give: | 2100 |        |        |        |        |        |
250MG PO Q8H                 |      |        |        |        |        |        |
 Spec Inst: FOR 10 DAYS ONLY |      |        |        |        |        |        |
                             |      |        |        |        |        |        |
                             |      |        |        |        |        |        |
 RPH: P2 RN: N2              |      |        |        |        |        |        |
------------------------------------------------------------------------------------------------
02/13/2002 03/13/2002 24:00  | 0600 |        |        | 0913 N2 | 1325 N3 |        |
ARTIFICIAL TEARS SOLN,OPH    | 0800 |        |        | 1400 N2 | 1330 N2 |        |
  ARTIFICIAL TEARS /ML Give: 2 | 1000 |        |        |        | 1400 N2 |        |
GTTS OPH                     | 1200 |        |        |        | 1401 N2 |        |
0600-0800-1000-1200-1400-1600-| 1400 |        |        |        |        |        |
-1800-2000-2200              | 1600 |        |        |        |        |        |
 Spec Inst: WHILE AWAKE      | 1800 |        |        |        |        |        |
 RPH: P2 RN: N2              | 2000 |        |        |        |        |        |
                             | 2200 |        |        |        |        |        |

Initial - Name Legend
DC        DENVER,DONNA

Status Codes
C - Completed
G - Given
H - Held
I - Infusing
M - Missing Dose Request
R - Refused
RM - Removed
S - Stopped
```

3.12   Missing Dose Request

The *Missing Dose Request* option lets you submit a Missing Dose Request to Pharmacy for filling an active medication order that is missing. This electronic request is communicated to the Pharmacy via a predefined printer and/or via and electronic MailMan message sent to a predefined mail group. Your medical center may opt to use both mechanisms for Missing Dose Request notifications.

To Submit a Missing Dose Request:

1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **10,** and then press **<Enter>** to access the *Missing Dose Request* option. The prompts you complete are shown in Exhibit 26, Missing Dose Request Screen.
2. At the "Patient Name:" prompt, type the **patient's name**, and then press **<Enter>**.

EXHIBIT 26: MISSING DOSE REQUEST SCREEN

3. At the "Missing Drug:" prompt, type the **medication**, and then press **<Enter>**.

☛ To view a list of appropriate formats for the "Missing Drug:" prompt, type a **?** at the "Missing Drug:" prompt, and then press <**Enter**>**.** An explanation about the ways to enter a medication will display at the bottom portion of the screen.

4. At the "Dosage Needed:" prompt, type the **dosage**, and then press **<Enter>**.
5. At the "Reason Needed:" prompt, type a **reason**, and then press **<Enter>**.

☛ To view a list of allowable reasons, type a **?** at the "Reason Needed:" prompt, and then press <**Enter**>. The list of reasons will display at the bottom portion of the screen.

6. At the "Administration Date/Time:" prompt, type a **date and time** (in date@time format), and then press **<Enter>**.
7. At the "Needed by Date/Time:" prompt, type a **date and time** (in date@time format), and then press **<Enter>**.
8. At the "COMMAND:" prompt, type **S** for Save, **E** for Exit, or **R** for Refresh, and then press <**Enter**>.

☛ If you try to exit the screen and the data has not been saved, the system will display the "Save changes before leaving form (Y/N)?" prompt. If you enter **N**, the data will not be saved. If you enter **Y**, the changes will be saved. The Menu Selection Screen will display with a message confirming that the request has been submitted to the Pharmacy via the appropriate mail group, as shown in Exhibit 27, Missing Dose Request Confirmation Screen. The letter "M" displays in the Status column of the VDL to indicate that a Missing Dose Request was sent to the Pharmacy.

EXHIBIT 27: MISSING DOSE REQUEST CONFIRMATION SCREEN
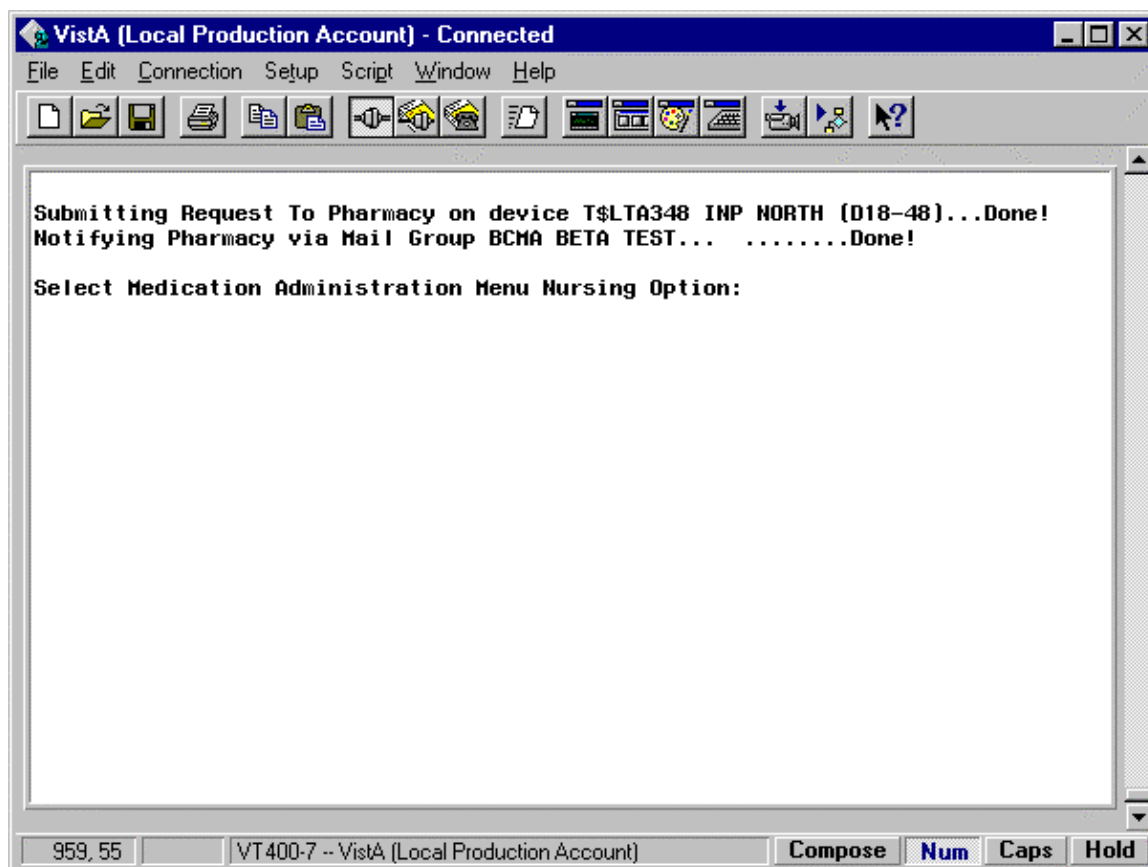
The Missing Dose Request will print on the designated printer. The E-mail message that is generated displays as shown in Exhibit 28, Missing Dose E-mail Notification.

EXHIBIT 28: MISSING DOSE E-MAIL NOTIFICATION

```
Report:           MISSING DOSE REQUEST
Date Created:     Oct 3, 2001 @ 14:04


   REQUEST NUMBER:.............MD-20011003-141048
   REQUEST NUMBER:.............MD-20011003-141048
   DATE/TIME ENTERED:..........OCT 03, 2001@14:10
   ENTERED BY:.................CALLIARI,DONNA
   DIVISION:...................ISC REGION 3
   SENT TO MAILGROUP:..........BCMA MISSING DOSE 1
   PRINTED ON DEVICE:..........T$LTA348 INP NORTH (D18-48)
   PATIENT:....................COLORADO,ALBERT
   SSN (LAST 4 NUMBERS):.......1055
   WARD LOCATION:..............BCMA
   ROOM/BED:...................420-4
   UNIQUE ID:..................
   REASON NEEDED:..............DROPPED
   ADMINISTRATION DATE/TIME:...OCT 03, 2001@09:00
   NEEDED BY DATE/TIME:........OCT 03, 2001@14:14
```

3.13   Medication Variance Log Report

With the *Medication Variance Log* option, users with the PSB MANAGER security key can print or display exceptions to the medication administration process. You can run the report by patient, or by ward, as shown in Exhibit 29, Medication Variance Log Report by Patient, and Exhibit 30, Medication Variance Log Report by Ward.

☛ This report provides users with more "event" information within a selected date range, such as the type and number of events, and the total percentage of events that occurred. A variance preceded by a minus sign (such as –24) indicates the number of minutes a medication was given *before* the administration time.

To Print a Medication Variance Log:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **11,** and then press **<Enter>** to access the *Medication Variance Log* option.
2. See Section 3.2, Using ScreenMan Format to Request a Report, for instructions on requesting a Medication Variance Log.

EXHIBIT 29: MEDICATION VARIANCE LOG REPORT BY PATIENT

```
=====================================================================================================
MEDICATION VARIANCE LOG                          Run Date: NOV 16, 2001@14:32                  Page: 1

Patient: COLORADO,ALBERT                         SSN:    100-10-0100        DOB:  FEB 2,1988 (13)
Sex:     MALE                                    Ht/Wt:  213cm/44kg         Ward: 7A SURG Rm 010-A
Dx:      CHF                                      Last Mvmt: MAY 30,2001@08:02:13   Type: TRANSFER

Reactions: ACETAMINOPHEN/CHLORPHENIRAMINE/PHENYLPROPANOLAMINE, ASPIRIN/CODEINE
=====================================================================================================
Event Date/Time    Event              Var  Medication
-----------------------------------------------------------------------------------------------------

AUG 24, 2001@15:47:40 EARLY/LATE DOSE   227  POTASSIUM CHLORIDE
          Ward:   7A SURG 010-A
          Comments: <No Comments>
SEP 12, 2001@09:37:28 EARLY/LATE DOSE  -443  ACETAMINOPHEN
          Ward:   7A SURG 010-A
          Comments: <No Comments>
SEP 12, 2001@12:14:20 EARLY/LATE DOSE   434  ACETAMINOPHEN
          Ward:   7A SURG 010-A
          Comments: <No Comments>
OCT 05, 2001@15:20:55 EARLY/LATE DOSE  -340  BIPERIDEN
          Ward:   7A SURG 010-A
          Comments: <No Comments>
OCT 09, 2001@13:02:19 EARLY/LATE DOSE   242  BIPERIDEN
          Ward:   7A SURG 010-A
          Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
               10/09/01 15:06 By: VN  CHECKING GIVEN
OCT 09, 2001@14:08:12 EARLY/LATE DOSE   308  BIPERIDEN
          Ward:   7A SURG 010-A
          Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
               10/09/01 15:06 By: VN  CHECKING GIVEN
OCT 09, 2001@14:19:47 EARLY/LATE DOSE   319  BIPERIDEN
          Ward:   7A SURG 010-A
          Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
               10/09/01 15:06 By: VN  CHECKING GIVEN
OCT 11, 2001@09:26:41 LATE PRN EFFECT    15  SALICYLIC ACID
          Ward:   7A SURG 010-A
          Comments: <No Comments>

Total Number of Events for the reporting period is: 9

Total number of EARLY/LATE DOSE events is 8.
Percentage of Total Events: 89%

Total number of LATE PRN EFFECT events is 1.
Percentage of Total Events: 11%

=====================================================================================================
COLORADO,ALBERT                                  100-10-0100               Ward: 7A SURG Room-Bed: 010-A
```

EXHIBIT 30: MEDICATION VARIANCE LOG REPORT BY WARD

```
==================================================================================================================
MEDICATION VARIANCE LOG                                      Run Date: NOV 16, 2001@14:34

                                                            Page: 2


Ward Location: 7A SURG                                       Division: ALBANY

==================================================================================================================

Ward        Patient Name        Event Date/Time    Event      Var  Medication


------------------------------------------------------------------------------------------------------------------

7A SURG 010-A   COSMO, RANDY B        AUG 24, 2001@15:47:40 EARLY/LATE DOSE   227  POTASSIUM CHLORIDE
            Ward:   7A SURG 010-A
            Comments: <No Comments>

                      SEP 12, 2001@09:37:28 EARLY/LATE DOSE   -443  ACETAMINOPHEN
            Ward:   7A SURG 010-A
            Comments: 09/12/01 09:37 By: RR

                      SEP 12, 2001@12:14:20 EARLY/LATE DOSE   434  ACETAMINOPHEN
            Ward:   7A SURG 010-A
            Comments: <No Comments>

                      OCT 05, 2001@15:20:55 EARLY/LATE DOSE   -340  BIPERIDEN
            Ward:   7A SURG 010-A
            Comments: <No Comments>

                      OCT 09, 2001@13:02:19 EARLY/LATE DOSE   242  BIPERIDEN
            Ward:   7A SURG 010-A
            Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
                  10/09/01 15:06 By: VN  CHECKING GIVEN

                      OCT 09, 2001@14:08:12 EARLY/LATE DOSE   308  BIPERIDEN
            Ward:   7A SURG 010-A
            Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
                  10/09/01 15:06 By: VN  CHECKING GIVEN

                      OCT 09, 2001@14:19:47 EARLY/LATE DOSE   319  BIPERIDEN
            Ward:   7A SURG 010-A
            Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
                  10/09/01 15:06 By: VN  CHECKING GIVEN

                      OCT 09, 2001@14:29:32 EARLY/LATE DOSE   329  BIPERIDEN
            Ward:   7A SURG 010-A
            Comments: 10/09/01 15:06 By: VN  Entry created with 'Manual Medication Entry' option.
                  10/09/01 15:06 By: VN  CHECKING GIVEN

                      OCT 11, 2001@09:26:41 LATE PRN EFFECT   15   SALICYLIC ACID
            Ward:   7A SURG 010-A
            Comments: <No Comments>



Total Number of Events for the reporting period is: 9

Total number of EARLY/LATE DOSE events is 8.
Percentage of Total Events: 89%

Total number of LATE PRN EFFECT events is 1.
Percentage of Total Events: 11%
```

3.14   Drug File Inquiry

The *Drug File Inquiry* option allows Nursing and Pharmacy to check the bar-coded Internal Entry Number (IEN) Code listed on dispensed Unit Dose medications. This is particularly useful in helping resolve discrepancies when the incorrect bar code is affixed to a medication.

On a medication bar code, the IEN appears on the first line next to the Drug name. Any additional synonyms loaded also appear under the Synonym heading of this option.

To run a Drug File Inquiry:
1. At the "Select Medication Administration Menu Nursing Option:" prompt, type **12,** and then press **<Enter>** to access the *Drug File Inquiry* option.
2. At the "Select DRUG:" prompt, as shown in Exhibit 31, Drug File Inquiry Screen 1, type the **name and dosage of the drug**, and then press **<Enter>**.

☛ You can display a list of standard formats for listing a medication, by entering a **?** at the "Select DRUG:" prompt, and then pressing <**Enter**>. The Drug File information will display, as illustrated in Exhibit 32, Drug File Inquiry Screen 2.

EXHIBIT 31: DRUG FILE INQUIRY SCREEN 1

EXHIBIT 32: DRUG FILE INQUIRY SCREEN 2

☛ The IEN displays on the first line, to the right of the Drug Name. The IEN is unique to this drug file entry. In most cases, it is the bar-coded number on the Unit Dose packages that are created in the Pharmacy. Manufacturers' National Drug Code (NDC) bar codes may display at the "SYNONYMS:" prompt of this display. If the drug is Non-Formulary (N/F), the "Non-Formulary:" prompt will be set to N/F.

GLOSSARY

This section contains definitions for acronyms and terms used throughout this manual.

Acronyms

ADR	**A**dverse **D**rug **R**eaction.
BCMA	**B**ar **C**ode **M**edication **A**dministration.
CHUI	**C**haracter-based **U**ser **I**nterface.
CPRS	**C**omputerized **P**atient **R**ecord **S**ystem.
GUI	**G**raphical **U**ser **I**nterface.
IEN	**I**nternal **E**ntry **N**umber.
IV	**I**ntravenous.
MAH	**M**edication **A**dministration **H**istory.
MAR	**M**edication **A**dministration **R**ecord.
N/F	**N**on-**f**ormulary
NDC	**N**ational **D**rug **C**ode.
PC	**P**ersonal **C**omputer.
PRN	**P**ro **R**e **N**ata, or "as needed."
VDL	**V**irtual **D**ue **L**ist.
V*IST*A	**V**eterans **H**ealth **I**nformation **S**ystems and **T**echnology **A**rchitecture.

Definitions

ADR	Any response to a drug which is noxious and unintended, and which occurs at doses normally used in humans for treatment, diagnosis, or therapy of a disease, or for modifying physiological functions, including toxicity caused by overdose, drug interaction, drug abuse, drug withdrawal, significant failure of expected action, food-drug interaction, or allergy.
Administration History Report	A report in CPRS that lists the date, time, and orderable item of a medication highlighted on the CPRS Meds Tab. This report is called "Medication History Report" in BCMA.
Audits	The process that tracks the activities of nurses administering medications, by recording selected types of events in the patient's Medication Log.
BCMA	A V*IST*A software application used in VA medical centers for validating patient information and medications against active medication orders before being administered to a patient.
Clinician	Nursing personnel who administer active medication orders to patients on a ward. In a VA medical center, a number of teams may be assigned to take care of one ward, with specific rooms and beds assigned to each team.
Completed	This status for an IV bag indicates that the infusion has been completed, and the bag is being taken down or replaced with a new bag. No additional actions may be taken on a bag marked as "Completed," other than to enter comments.
Continuous Order	A medication given continuously to a patient for the life of the order, as defined by the order Start and Stop Date/Time.
CPRS	A V*IST*A software application that allows users to enter patient orders into different software packages from a single application. All pending orders that appear in the Unit Dose and IV packages are initially entered through the CPRS package. Clinicians, managers, quality assurance staff, and researchers use this integrated record system.
Dispensed Drug	A drug whose name has the strength associated with it (e.g., Acetaminophen 325 mg). The name without the strength is called the "Orderable Item Name."
Due List Report	A report that provides detailed information about active *and* future Unit Dose and IV medication orders that are "due" for administering to a patient during a time frame that you specify within a 24-hour period.

Given	When a medication is administered to a patient, it is considered to be "Given" and marked as such (with a "G") in the Status column of the VDL.
GUI	The type of interface chosen for BCMA.
Held	This status indicates that the dose was "Held," and marked as such (with an "H") in the Status column of the VDL. Reasons might include the patient being temporarily off the ward, or if they refuse to take the medication. You can select and mark multiple medications as Held on the VDL using the Right Click drop-down menu. In the case of IV bags, this status indicates that the dose was Held. The only actions available for this type of IV bag are to mark the bag as Infusing or Refused, or to submit a Missing Dose Request to the Pharmacy.
IEN Code	The internal entry drug number (or drug name) entered by Pharmacy personnel into the Inpatient Medications V. 5.0 package to identify Unit Dose and IV medications.
Infusing	This status, for an IV bag, indicates that the bag is actively being infused. A nurse can enter a comment by right clicking on the bag. If an IV bag is scanned, the only allowable actions are to mark the IV bag as "Stopped" or "Completed."
IV	A medication given intravenously (within a vein) to a patient from an IV Bag. IV types include Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe
MAH	A patient report that lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.
Medication Administration History Report	Also called "MAH," a patient report that lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.
Medication History Report	A report in BCMA that lists the date, time, and orderable item of a medication highlighted on the Virtual Due List. This report is called "Administration History Report" in CPRS.
Medication Log Report	Also called "Med Log," a report that lists every action taken on a medication order. You can choose to include Comments and Audits performed on the patient's medication orders.

Missing Dose	A medication dose considered "Missing." BCMA automatically marks this order type (with an "M") in the Status column of the Virtual Due after you submit a Missing Dose Request to the Pharmacy. If an IV bag displayed in the IV Bag Chronology area of the VDL is not available for administration, you may mark the IV bag as a Missing Dose using the Missing Dose button or by right clicking the IV bag and selecting the Missing Dose command in the Right Click drop-down menu.
Missed Medications Report	A report that lists information about Continuous and One-Time Unit Dose and IV Piggyback medications that were *not* administered to a patient.
National Drug Code	Also called "NDC," the number assigned by a manufacturer to each item/medication administered to a patient.
Not Given	The status that a scanned medication marked as "Given," but not actually taken by a patient, is changed to on the VDL. The administration will display on the VDL as it appeared *before* it was marked as "Given." BCMA notes the status change only in the Audit Trail section of the Medication Log (*not* on the VDL).
NOW Order	A medication order given ASAP to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the Virtual Due List, as defined by the order Start and Stop Date/Time.
Omitted	A medication that was not given during the medication pass because it was unintentionally missed.
On-Call Order	A specific order or action dependent upon another order or action taking place before it is carried out. For example, "Cefazolin 1gm IVPB On Call to Operating Room." Since it may be unknown when the patient will be taken to the operating room, the administration of the On-Call Cefazolin is dependent upon that event.
One-Time Order	A medication order given one time to a patient such as a STAT or a NOW order. This order type displays for a fixed length of time on the VDL, as defined by the order Start and Stop Date/Time.
Orderable Item	A drug whose name does NOT have the strength associated with it (e.g., Acetaminophen 325 mg). The name with a strength is called the "Dispensed Drug Name."
PRN Effectiveness List Report	A report that lists PRN medications administered to a patient that needs Effectiveness comments.
Provider	Another name for the "Physician" involved in the prescription of a medication (Unit Dose or IV) to a patient.

PSB CPRS MED BUTTON	The name of the security "key" that must be assigned to nurses who document verbal- and phone-type STAT and NOW medication orders using the CPRS Med Order Button on the BCMA Virtual Due List.
PSB INSTRUCTOR	The name of the security "key" that must be assigned to nursing instructors, supervising nursing students, so they can access user options within BCMA.
PSB MANAGER	The name of the security "key" that must be assigned to managers so they can access the PSB Manager options within BCMA.
PSB STUDENT	The name of the "key" that must be assigned to student nurses so they can access user options within BCMA. This key also requires that a nurse sign on to BCMA.
Refused	This status for a Unit Dose order, or an IV bags, indicates that the patient refused to take the dose. The only actions allowed on a "Refused" IV bag is to mark the bag as Infusing or Held, or to submit a Missing Dose Request for a replacement bag.
Removed	This status for a patch, is only available when removing an administered patch from a patient.
Schedule	The frequency at which a medication is administered to a patient. For example, QID, QD, QAM, Q4H.
Schedule Type	Identifies the type of schedule for the medication being administered to a patient.
Security Keys	Used to access specific options within BCMA that are "locked" without the security key. Only users designated as "Holders" may access these options.
Start Date/Time	The date and time that a medication is scheduled for administration to a patient.
STAT Order	A medication order given immediately to a patient, entered as a One-Time order by Providers and Pharmacists. This order type displays for a fixed length of time on the Virtual Due List, as defined by the order Start and Stop Date/Time.
Status	A code used to inform a clinician about the condition or progress of a medication order. For Unit Doses and IVPs/IVPBs, status codes include G=Given, H=Held, R=Refused, M=Missing, and RM=Removed (patch removal only). For IVs, status codes include I=Infusing, H=Held, R=Refused, S=Stopped, C=Completed, and M=Missing.
Stop Date/Time	The date and time that a medication order will expire, and should no longer be administered to a patient.

Stopped	This status for an IV bag indicates that the IV bag was scanned as Infusing, but was then stopped by a nurse. An IV bag may be stopped and restarted for a variety of reasons. The only actions allowed on a "Stopped" IV bag is to mark the bag as "Infusing," "Completed," "Held," or "Refused."
Unit Dose	A medication given to a patient, such as tablets, one dose at a time. If a patient receives more than one tablet, the clinician must document the number of dosages and the administration times on the Virtual Due List.
VDL	An on-line list used by clinicians when administering active medication orders (i.e., Unit Dose, IV Push, IV Piggyback, and large-volume IVs) to a patient. This is the Main Screen in BCMA.
Verify	When a Nurse or Pharmacist confirms that a medication order is accurate and complete, according to the information supplied by the Provider.
Virtual Due List	Also called "VDL," an on-line list used by clinicians when administering active medication orders to a patient. This is the Main Screen in BCMA.
Ward Stock	Unit Dose and IV medications that are "stocked" on an ongoing basis on wards and patient care areas. They are packaged in a ready-to-use form or compounded by the medication administrator.

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